



Places Associates, Inc.

Planning, Landscape Architecture, Civil Engineering and Surveying
Certified WBE

April 4, 2016

Boxborough Planning Board
29 Middle Road,
Boxborough Ma 01719

Re: Site Plan Review
1034 Massachusetts Avenue
Project No. 5185

Dear Board Members:

This office has reviewed the submission for the above referenced project. The following items were received:

1. Site Plan Approval Application dated 3-15-16.
2. Memo requesting waivers from Lawn Barber Inc. dated February 24, 2016.
3. Memo from Robert Smith Jr. dated September 28, 2015.
4. Site Plan prepared by Alden Landscape Design dated August 10, 2015.
5. A copy of Building Permit BP-2015-0130.
6. Plans for a freestanding building by Engineering Services & Products Co.

These items have been reviewed for compliance with the *Town of Boxborough Site Plan Approval Rules and Regulations (2011)* and standard engineering practices. Please note this office has not reviewed any previous Site Plan Approvals for the property as a part of this application.

At this time we have the following comments and concerns:

1. The applicant has requested a number of waivers. Section 1.4 states:
A waiver of strict compliance from these Rules and Regulations may be granted if the Board determines that such a waiver is in the public interest and not inconsistent with the intent and purpose of these Rules and Regulations and the Boxborough Zoning Bylaw. All requests for waivers shall be submitted in writing with the site plan application. All requests shall identify the provision or provisions of the regulations from which relief is sought. The request shall also include a statement explaining why the applicant thinks that granting a waiver would be in the public interest and not inconsistent with the purpose and intent of these Rules and Regulations and the Zoning Bylaw.
2. The applicant has asked for waivers and submitted a site plan sketch. The application formwork however references a local survey company. It should be clarified how R. Wilson & Associates is involved in the project or preparation of the plan.
3. This submittal provides the opportunity for the current site uses to be documented to allow the Planning Board to evaluate future changes on the site and recognize the on-

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going activities as previously approved. The sketch is insufficient to document the lateral extent of the existing site activities relative to the setbacks, property lines and the rented space from Robert Smith. It is noted that the letter from Roberts Smith specifically addresses the front parking along Mass Ave but does not mention any additional land area that is being leased.

4. The submitted plan does not comply with Section 3.1 Site Plan Submission Requirements and lacks sufficient information to determine zoning compliance, offsets to wetland resource areas, location of sanitary facilities and location of the existing water supply. This office recommends a plan in compliance with the requirements be submitted.
5. The plan does not indicate if any landscaping or screening exists or is proposed as required by Section 3.1.5.
6. Item 3 of the application form should be corrected to show the area of the property and the amount of frontage on Massachusetts Ave.
7. Section 4.1.3 prohibits parking within the front zoning setback. The applicant should provide a plan prepared by a Registered Land Surveyor showing the location of the front parking in relation to the public right of way and the required zoning offset.
8. The application indicates the site has 27± employees and only 24± parking spaces. The applicant should document the number of spaces required under the Zoning Bylaw, show the location of the existing spaces on site, and if necessary request relief as allowed by Section 4.2 of the Site Plan Rules and Regulations.
9. The applicant has not addressed Section 4.4 Landscaping and Buffers.
10. The addition of a building may have increased the impervious area onsite- it is unclear as to the surface conditions prior to the installation of the building, the applicant has not addressed Section 4.10 Stormwater Drainage and Management.
11. The applicant has not addressed Section 4.11 Pollution and Hazardous Materials.
12. The applicant should provide a copy of the approvals obtained when the oil storage tanks were installed for the file.
13. The applicant has not addressed Section 4.14 in regards to noise generation.

This office recommends that the applicant submit a more complete application prepared by the appropriate professionals for the Boards review and to clearly document the current site conditions.

Please contact this office should you have any questions regarding this review or the project in general.

Thank you.

Very truly yours,
Places Associates, Inc.

BY:



Susan E. Carter, P.E. LEED AP
Director of Engineering, President

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